

# Inmate Grievance Files (UDC 9-17)

Provides documentation of the investigation into any grievance filed by an inmate. Includes name of the inmate, inmate number, description of grievance, names of individuals involved, description of any related incidents, investigative notes, disciplinary actions, result of the investigation, and the result of the grievance hearing.

## **Retention**

Retain by agency for 3 years and then destroy.

**Approved: 07/2000**

\*\*\*PROPOSED\*\*\*

## **Inmate Grievance Records**

These records consist of written grievances submitted by an offender, including appeals, written responses from department staff, and may include any supporting documentation provided with a grievance or response.

**Retain for 7 year(s) and then destroy.**